



Emergency Evacuation Policy

Walsall Childminding Hub

St Matthew's Close, Walsall, England, WS1 3DG, United Kingdom

Policy Review: Annually

Purpose

This policy outlines the procedures to follow in the event of a fire, gas leak, security incident or other emergency requiring evacuation.

Procedure

Upon hearing the alarm or identifying a serious risk, staff will immediately escort children to the designated assembly point. Registers and emergency contact details will be taken where possible. Staff will check all accessible areas before leaving if safe to do so. Emergency services will be contacted and instructions followed. Children will remain supervised at all times.

Practice Drills

Evacuation drills will be conducted regularly and recorded. Any issues identified will be reviewed and improvements made where necessary.

Communication

Parents will be informed as soon as practical following any emergency incident.

Responsibilities

All staff, volunteers and visitors are expected to follow this policy. Concerns, incidents and breaches must be reported promptly and recorded appropriately. Training will be provided where necessary and policies will be reviewed annually to ensure continued compliance with legislation and best practice.

Review

This policy forms part of the operational framework of Walsall Childminding Hub and should be read alongside safeguarding, health and safety and behaviour management procedures.